

31 August 1973

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. The Off-Campus Program

Instructor application forms for the University of Virginia were sent to 65 employees who expressed interest in teaching in the Off-Campus Program. As soon as these completed forms are returned, the Education Committee will select the best qualified individuals and forward their applications to the University for final processing.

B. Part-time Academic Training

Tuition advances for part-time academic training at local colleges and universities for the fall semester were disbursed on 27 August at Headquarters, [redacted] (NPIC and IAS), and South Building (OTS). We processed 203 requests for 152 Agency employees, totaling \$42,049.

C. Career Training Program

As part of the continuing search for Career Trainee applicants through referral, the Junior Officer Branch referred two promising DDO candidates, one of whom is currently on contract to the Africa Division. The two referrals were originally considered for staff hire under the proposed DDO direct hire program.

Another applicant, interviewed during the last field trip to Texas, is an exceptionally promising candidate for the DDM&S--he is a young civil engineer with an MBA from Southern Methodist University. He also happens to [redacted], who apparently encouraged this applicant's interest in an Agency career.

D. Midcareer Course

Planning for Phase III is moving ahead with trips scheduled to the Huntsville complex, the Dresden Nuclear Generating Station near Chicago, and Argonne Labs. An interesting afternoon on international terrorism is planned with Ambassador Hoffacker of the Cabinet Committee, Marvin Gentile from State, and [] each speaking, and then forming a panel. Christian Herter, Jr. from State will speak on environmental problems, and Richard Solomon, for the NSC Staff, will speak on China.

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E. Briefings: OTR's Responsibility

At one time, OTR was responsible for setting up briefings for outgoing U.S. Ambassadors, as well as providing a short briefing on CIA to open the program. Subsequently, the DDI took over the responsibility for setting up the briefings, and in time, the briefing on CIA was dropped. A reversion to the earlier pattern is now indicated. We have received a note written by the A/DDI as follows: "Mr. Colby has requested that henceforth when we brief outgoing Ambassadors that the program start off with a brief 15-minute general orientation on the Agency--Mr. Colby suggested that [] might be the man to give these briefings."

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F. Participation in Defense Intelligence School Course

At the request of the Defense Intelligence School (DIS), the Information Science Training Program presented a three day block of instruction in the Civilian Intelligence Analyst Introductory Course (CIAIC). This Information Science and Computer block was given at Anacostia on 17, 20 and 21 August for about 24 students from DIA and the Services. DIS intends to expand this instruction to five days for the next offering.

G. Course Evaluation

On 28 August, pre-course questionnaires were sent to supervisors of employees who are scheduled to attend the September running of the Effective Writing course. The purpose of the questionnaires is to gather information which can be used to determine what aspects of the

course should be emphasized. About three weeks after the course has been completed, another questionnaire will be sent to determine what impact the training had on job performance.

H. Technical Writing

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[redacted] contract instructor for the "Practical Writing" course for OC careerists, is developing a course to meet the specialized writing requirements submitted by certain technical components of the Agency. If these components "buy" his course, it will be handled by the interested offices as component training.

II. Upcoming Developments

A. Advanced Management Program

Thirteen students have been selected by the four Directorates to attend the pilot running of the Advanced Management Program scheduled to begin on 4 September. The format consists of seven short courses which vary in length from one to three days. Since this will be an experimental running, we will rely heavily on the students' reaction to course structure and content.

[redacted] reported for duty this week; he will be working with the staff of the Advanced Management Program.

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B. Recruiters' Conference

The staff of the Career Training Program will participate in the 12 September session of the Recruiters' Conference. The main order of business will be to bring the recruiters up-to-date on current CT selection criteria. We will also discuss with them the prospects for more selective recruiting of applicants with special qualifications and CT eligibility with reference to foreign relatives.

C. Senior Seminar

Mr. Colby has agreed to speak to the Senior Seminar on the evening of 18 November at the [redacted]

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[redacted] His talk will fall in the final Block which focuses on how the Agency is managed. The Seminar ends on 21 November.

D. Guest Speaker Program

This series of talks in the Auditorium will be launched on 9 October 1973 by Professor Zbigniew Brzezinski, Director, Research Institute on Communist Affairs, Columbia University, and former member of State's Policy Planning Council. He will speak on "U.S.-Soviet Relations." Discussions are also underway with [redacted] and Professor Walt Rostow, University of Texas, about participation in the program.

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Alfonso Rodriguez
Director of Training